



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	3-9-2009
Subchapter:	1	Forms	
Issuance:	5.12	<b>CP&amp;P Form 5-12, LO Manager 60-Day Review of Home Study</b>	

Click here to view or print the CP&P Form [5-12](#).

### WHEN TO USE IT

The Resource Family Support Worker (RFSW) submits this form to the Local Office (LO) Manager for review, to ensure the timeliness of the home study and licensing process for resource family homes. The Resource Family Supervisor and Resource Family Casework Supervisor sign the form before it submitted to the LO Manager.

### INSTRUCTIONS FOR COMPLETING THE FORM

The RFSW completes the CP&P Form [5-12](#), attaches all supporting documentation and sends it to the LO Manager for review by day 60 of the home study/licensing process.

### DISTRIBUTION

Original	-	Resource family home record
Copy	-	Office of Resource Families
Copy	-	LO Manager
Copy	-	Office of Licensing